Communité Menus Dial voicemail system number: Enter mailbox number & passcode. Enter# to complete the access code. During message playback, you can: Commands always available: Fast forward 6 seconds Save current message Return to previous menu Forward message to extension Delete current message Finish a key entry To forward voicemail, faxes, or email to multiple extensions, Skip to next message Decrease volume Replay current message Increase volume separate the extension with # and end the list with ## Rewind 6 seconds High Save current voicemail Enter extension followed by # 2 Record voice comment and attach to original Forward message to Normal 3 Enter personal group # or name. To extension Dial by personal group dial by group name, press 2 Enter the first 3 characters of Dial by personal contact Skip to next message your party's last name Listen to New Messages Send message Call back to this number Listen to Saved Reply using voicemail Listen to this number again Record message press 1 Review message 2 Manage Reply to current message Messages Rerecord message 3 High Enter destination number Play text in message body Call a different number 4 Set priority followed by # Cancel reply and return Normal Delete this message, play next Delete current message and all other messages with this subject line* Delete current message and all other messages addressed to this recipient list* Play envelope information 8 High Send now Record voice comment and attach to original Enter extension followed by # Save current fax 1 Forward fax to extension Enter personal group # or name. To Dial by personal group Enter the first 3 characters of your party's last name. Skip to next message 3 dial by group name, press 2 Dial by personal contact Receive New Faxes Manage Faxes Enter destination fax number followed by # Receive current fax Saved Faxes 2 Delete this fax Delete current message and all other messages with this subject line* 1 Delete current message and all other messages addressed to this recipient list* Play envelope information Send now Record voice comment and attach to original Enter extension followed by # Dial by name High Save current email message 1 Normal Enter personal group # or name. To dial by group name, press **2** Dial by personal group 3 Forward email to extension 2 Enter the first 3 Skip to next message Listen to party's last name Dial by personal contact New Fmail Replay current message Send message Set priority High Reply to email with voice mail 5 Record message and press 1 Manage Email Cancel reply and return Saved Email 2 Review message Play text in message body 6 Rerecord message Normal Delete this message, play next Delete current message and all other messages with this subject line* 1 2 Play envelope information 8 Delete current message and all other messages addressed to this recipient list* Rerecord message Set priority Enter an extension, or enter multiple extensions Send message Review message High Record the separated by a # and end the list with ## Low message Cancel reply and return Dial by name 2 Send Dial by personal group 3 Enter personal group # or name. To dial by group name, press 2 Enter the first 3 characters of your party's last name. Dial by personal contact Gone Home Set date, time, or both, In a Meeting Set User Status 1 At Lunch Working at Home 10 depending on selected Away from Desk On Vacation Do Not Disturb Out of the Office Manage Turn Follow Me on or off Add a telephone number Delete a telephone number Follow Me 2 Listen to current configuration options Edit a telephone number Activate/Deactivate call screening Activate and Deactivate Rules 3 Toggle rule on/off Toggle greeting on/off Record voicemail greeting Record your name Manage Personal 2 Listen to voicemail greeting Listen to name prompt **Prompts** Note: Options 2, 6, and 9 are only heard if the respective prompt exists Review personal groups Add new personal groups Verbose mode 1 Personal Groups Delete personal groups Enter forward fax number Fax Options Return to previous menu Toggle fax forwarding on/off Options 5 Enter 1 to 10 character Set verbose/brief playback mode Oldest first Passcode passcode followed by # Sort by oldest/newest messages Playback options Play high priority messages first Activate Notification options 5 Deactivate Play mailbox extension greeting Notification off Play current status greeting Voice mail 1 Pager on Phone on Manage 3 Fax Configure available messages Change method Email Configure available saved messages Options Reason Schedule Toggle voice mail 1 Toggle fax Phone number 4 Activate 1 Deactivate 2 Enter Start time Enter the time in a All times for message notifications 12-hour format. For Ranges Set time as a.m. Enter End time example, 0630 or Set time as p.m. for message notifications Enter your remote telephone number Enter extension followed by # High Send now Save current voicemai Record voice comment Low Forward to extension attach to original Dial by name Normal Skip current message Manage Deleted Replay current message Send message Reply to current message Call back to this number Voicemail Review message Manage Play text in message body Reply using voice mail Deleted Rerecord mess Delete message (final) Listen to this number again Messages envelope information Call a different number Set priority number, # Cancel reply and return * Enter extension followed by # Send now Low 2 2 Forward to extension Dial by name 2 attach to original Normal Skip current fax Manage Deleted Receive current fax Faxes 2 Delete this fax7 Enter destination fax Play envelope information 8 number followed by # Enter extension followed by # High Save current email Record voice comment Forward to extension Low Skip current message attach to original 2 Normal Manage Deleted Replay current message Email 3 Reply with voice mail Record message, hang Set priority Play text in message body up, or record message Cancel reply and return Review Delete this message Rerecord 3 Play envelope information 8 To listen to today's appointments, press 1 followed by #. Calendar To listen to appointments for a specific date, enter the two-digit month, the two-digit date, and the two-digit year Access Communité presents a list of subfolders. Follow these prompts to access your custom subfolders, Sent Items folder, or Deleted Items folder. For example: 8 Administration 1 Deleted Items Access another Support 2 Sent Items 4 Return to Inbox 0 mailbox folder Your menu options may vary, depending on the number of subfolders created below your Inbox folder. Always press 0 to return to your Inbox Enter the telephone number you want to call, followed by #. Enter the first 3 characters of your party's last name. Dial by name Dial by personal contact 4*